



UNITED STATES DEPARTMENT OF COMMERCE  
National Oceanic and Atmospheric Administration  
NOAA MARINE AND AVIATION OPERATIONS  
Silver Spring, Maryland 20910-3282

DEC 22 2006

MEMORANDUM FOR: NOAA Assistant Administrators  
FROM: Rear Admiral Samuel P. De Bow, Jr., NOAA  
Director, NOAA Commissioned Officer Corps and  
NOAA Marine and Aviation Operations  
SUBJECT: NOAA Small Boat Inspection Criteria

For the purpose of advancing NOAA small boat safety, attached for your use is technical criteria for the inspection of NOAA small boats in accordance with the requirements of NAO 217-103, Management of NOAA Small Boats.

The attached technical requirements will be used to assess NOAA small boat compliance with NAO 217-103. The attached documents, namely, NOAA Small Boat Inspection Policy, NOAA Small Boat Evaluation Outlines, and NOAA Small Boat Inspection Checklists, were developed and vetted through the NOAA Small Boat Safety Board. The board has done an excellent job defining the scope of small boat inspections, updating minimum safety standards, and developing a comprehensive set of inspection guidelines applicable to the various classes of NOAA small boats.

It is recommended that the attached documents related to small boat inspections be distributed to the small boat community within your Line Office via your representative to the NOAA Small Boat Safety Board. The entire package of attachments is available on-line via the small boat program website at [www.sbp.noaa.gov](http://www.sbp.noaa.gov).

Please note that NMAO is required to report the inspection status of NOAA small boats monthly to the Chief Administrative Officer via the NOAA Safety Council. Your assistance is requested to ensure that individual reports indicating the inspection status of small boats in your Line Office are submitted monthly to the chair of the NOAA Small Boat Safety Board, LT G. Mark Miller, for a consolidated report to the NOAA Safety Council.

#### Attachments

cc: Bill Broglie, NOAA CAO  
John Pierson, NOAA SECO  
Paul Parsons, NMAO SEC Division  
LT G. Mark Miller, Chair, NOAA SBSB



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## **NOAA Small Boat Inspection Policy**

August 25, 2006

Consistent with the recommendations of the NOAA Small Boat Safety Board, the following implementation guidance is provided for annual motorboat inspections required by NOAA Administrative Order 217-103, Section 8 and Appendix A, Section C.01 (App A, C.01).

A spreadsheet of planned versus accomplished small boat inspections is reported monthly to the NOAA Safety Council. Small boat annual inspections must be current to operate boats in accordance with NAO 217-103.

App A, C.02.b. requires a qualified inspector assigned or approved by the NOAA Small Boat Program. Until qualification procedures are further developed for small boat inspectors, implementation of class A, I and II annual motorboat inspections shall be based on:

### 1. Class II

NOAA class II motorboat Annual Small Boat Evaluations (ASBE) shall be performed by the Vessel Operations Coordinator (VOC), or their designee (who may be a certified marine surveyor as stated in App A, B.02), on an annual basis, using inspection criteria attached here and titled "Class II Checklist and Outline."

Additionally, every second year (biennially), a Small Boat Examination (SBEX) shall be performed by a certified marine surveyor with guidance from the VOC regarding the type of operations and operating area. Annual inspections (ASBE and SBEX) shall incorporate guidance provided in NAO 217-103, Appendix A.

Completed inspection checklists, reports and records of findings and recommendations shall be signed by the inspector or surveyor, and; signed and retained by the VOC with a copy forwarded to, and signed by the Line Office Small Boat Officer (LOSBO). Notification of completed inspections will be reported to the NOAA Small Boat Safety Program Coordinator (SBSPC). Reports shall be generated when numerous or significant deficiencies are noted then forwarded to the NMAO Fleet Inspection Office (as stated in C.04b) via the SBSPC.

### 2. Class I

NOAA class I motorboat Annual Small Boat Evaluations (ASBE) shall be performed by the Vessel Operations Coordinator (VOC), or their designee (who may be a certified marine surveyor as stated in App A, B.02), on an annual basis, using inspection criteria attached and titled "Class I Checklist and Outline."

In addition, every third year (triennially) a Small Boat Examination (SBEX) shall be performed by a certified marine surveyor with guidance from the VOC regarding the type of operations and operating area. Annual inspections shall incorporate guidance provided in NAO 217-103, Appendix A.

Completed inspection checklists, reports and records of findings and recommendations shall be signed by the inspector or surveyor, and; signed and retained by the VOC with a copy forwarded to and signed by the LOSBO. Notification of the inspection will be reported to the NOAA SBSPC. Reports shall be generated when numerous or significant deficiencies are noted, and then forwarded to the NMAO Fleet Inspection Office (as stated in C.04b) via the SBSPC.

### 3. Class A

NOAA class A motorboat Annual Small Boat Evaluations (ASBE) shall be performed by the Vessel Operations Coordinator (VOC), or their designee (as stated in App A, B.02). The designee may be a certified marine surveyor. Annual inspections shall incorporate guidance provided in NAO 217-103, Appendix A and inspection criteria attached here and titled "Class A Checklist and Outline."

Completed inspection checklists, reports and records of findings and recommendations, shall be signed by the inspector or surveyor, and; signed and retained by the VOC with a copy forwarded to and signed by the LOSBO. Notification of the inspection will be reported to the NOAA SBSPC. Reports shall be generated when numerous or significant deficiencies are noted. Reports are then forwarded to the NMAO Fleet Inspection Office (as stated in C.04b) via the SBSPC.

### 4. Trailers

NOAA small boat Annual Trailer Evaluations (ATE) shall be performed by the Vessel Operations Coordinator (VOC), or their designee (as stated in App A, B.02). The designee may be a professional trailer service company. Annual inspections shall incorporate guidance provided in inspection criteria attached here and titled "Annual Trailer Evaluation Checklist."

Completed inspection checklists, reports and records of findings and recommendations, shall be signed by the inspector, and; signed and retained by the VOC with a copy forwarded to and signed by the LOSBO. Notification of the inspection will be reported to the NOAA SBSPC.

### 5. SRVs, Class III, Class IIQ and all small boats based aboard NOAA Ships

The NMAO Fleet Inspection Office is responsible for managing an annual inspection system for all SRVs, Class III and Class IIQ motorboats.

All Motorboats based aboard NOAA Ships shall have an Annual Small Boat Evaluation (ASBE) completed independent of the annual Fleet Inspection.

Any questions regarding these changes can be directed to the NOAA Small Boat Safety Board through the Small Boat Safety Program Coordinator, Lieutenant G. Mark Miller using the e-mail address [sbp.coordinator@noaa.gov](mailto:sbp.coordinator@noaa.gov) .

Attached:

Class A Checklist

Class A Outline

Class I Checklist

Class I Outline

Class II Checklist

Class II Outline

Trailer Checklist